

Message Text

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ACTION EUR-12

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FM AMEMBASSY ROME

TO AMEMBASSY BRUSSELS

INFO SECSTATE WASHDC 1005

UNCLAS ROME 18142

EUR/F FOR BASKEY

FOR HAYDEN FROM BAIRDAIN

E.O. 11652: N/A

TAGS: AFSP

SUBJECT: LOCAL COMPENSATION SURVEY - BRUSSELS

REF: TELCON EDITH BAIRDAIN/HAYDEN

1. BASKEY PMO EUR/EX REQUESTED WE ADVISE REGARDING POST PREPARATION FOR UPCOMING SURVEY.

2. POSITION DESCRIPTION FOR EACH FSL EMPLOYEE UNDER POST COMPENSATION PLAN SHOULD BE REVIEWED AS TO CURRENCY BY U.S. PERSONNEL SUPERVISING POSITION AND INITIATED WITH DATE OF REVIEW.

3. THREE DUPLICATED SETS OF THESE CURRENT POSITIONS DESCRIPTIONS (PD' FOR ALL POSITIONS ARE NEEDED. EACH MUST HAVE A UNIQUE POSITION CONTROL IDENTIFICATION NUMBER (ATTACHED TO THE POSITION AND ITS PD - NOT TO AN EMPLOYEE).

4. EACH PD SHOULD HAVE UPON THE FIRST PAGE:

A. OFFICIAL POSITION TITLE AS IT APPEARS ON THE POST'S POSITION ALIGNMENT LIST;

B. POSITION DESCRIPTION IDENTIFICATION NUMBER;

C. THE CURRENTLY APPROVED CLASS-LEVEL (POSITION-GRADE) APPLICABLE TO THE PD (NOT REPEAT NOT TO THE INCUMBENT);

D. INDICATION THAT THE CLASS-LEVEL SHOWN HAS CURRENT OFFICIAL UNCLASSIFIED

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APPROVAL (AS DISTINGUISHED FROM "RECOMMENDED" OR SUGGESTED);
E. THE LAST DATE ON WHICH THE PD WAS REVIEWED AND APPROVED
BY A U.S. EMPLOYEE.

5. NOTE THAT THE FOREGOING ITEMS OF INFORMATION ARE VIRTUALLY
STANDARD INFORMATION AND USUALLY APPEAR IN ANSWER TO PRINTED
ITEMS IN THE HEADING OF THE PD. IN ADDITION TO THIS STANDARD
IDENTIFYING INFORMATION, THE FOLLOWING ITEMS SHOULD BE SHOWN ON
EACH PD:

A. THE NAME OF THE INCUMBENT;
B. PERSONAL GRADE/STEP OF THE INCUMBENT (OR AN INDICATION
THAT THE POSITION IS VACANT);

6. EACH OF THE THREE SETS OF PD'S SHOULD BE ORGANIZED DIFFERENTLY
AND PLACED IN THREE-RING BINDERS:

A. ONE SET OF ALL CURRENT PD'S GROUPED BY FSL GRADE LEVEL;
B. ONE SET OF ALL CURRENT PD'S GROUPED BY AGENCY AND BY ORGA-
NIZATIONAL UNIT -- THAT IS, ALL POLITICAL, ALL CONSULAR, ALL
ADMIN. ETC. IF THERE IS A FURTHER SUBDIVISION WITHIN UNITS,
FOR EXAMPLE -- BUDGET AND FISCAL SECTION, OR GENERAL
SERVICES SECTION WITHIN THE ADMINISTRATION UNIT --
THESE SUBDIVISIONS SHOULD BE SHOWN;
C. ONE SET OF ALL CURRENT PD'S ORDERED BY PD IDENTIFICATION
NUMBER.

7. CURRENT POST STAFFING PATTERNS SHOULD BE AVAILABLE AND AS
A MINIMUM SHOULD SHOW FROM LEFT TO RIGHT:

A. PD IDENTIFICATION NUMBER;
B. POSITION TITLE AS SHOWN ON POSITION ALIGNMENT LIST;
C. POSITION GRADE;
D. INCUMBENT'S NAME;
E. INCUMBENT'S PERSONAL GRADE/STEP;
F. INCUMBENT'S SALARY IN LOCAL CURRENCY;
G. ANY OTHER DESIRED DETAILS. THERE SHOULD BE NO DISCREPANCIES
IN THIS INFORMATION BETWEEN PD'S AND STAFFING PATTERNS. CURRENT
POSITIONS ALIGNMENT LISTS SHOULD ALSO BE AVAILABLE.

J. ADDITIONAL SPECIFIC EMBASSY PERSONNEL STATISTICAL INFORMATION
IS ALSO REQUESTED:

A. AVERAGE LENGTH OF SERVICE OF LOCAL EMPLOYEES;
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B. AVERAGE NUMBER OF DAYS SICK LEAVE TAKEN BY LOCAL EMPLOYEES
FOR 1975 AND 1974;
C. AVERAGE NUMBER OF CHILDREN FOR ALL LOCAL EMPLOYEES;
D. NUMBER OF EMPLOYEES ON CSR; NUMBER NOT ON CSR.

9. THE FOLLOWING COUNTRY-SPECIFIC DATA IS NEEDED:

A. TRANSLATED SUMMARIZED DIGEST -- REPEAT, SUMMARIZED,
NOT A GOVERNMENT ISSUED MANUAL -- OF GOVERNMENT SOCIAL
INSURANCE PLANS AND LABOR LEGISLATION CURRENTLY IN FORCE;
B. INFORMATION REGARDING UNIONS AND ANY LICENSING PROCEDURE FOR
CRAFTS;
C. A LIST OF CANDIDATE COMPANIES FOR COVERAGE IN THE SURVEY;
SEPARATE LISTS FOR EACH LOCATION IF DIFFERENT POSTS
HAVE DIFFERENT SALARY SCHEDULES. BRIEFLY DESCRIBED THE LIST
SHOULD CONTAIN APPROXIMATELY 15 COMPANIES INCLUDING LEADING
TRANSNATIONAL, AREA, AND COUNTRY FIRMS REPRESENTING CONSIDERABLE
DIVERSITY OF ACTIVITIES. FOR EACH, INDICATE BRIEFLY: TYPE OF
BUSINESS; APPROXIMATE NUMBER OF EMPLOYEES IN COUNTRY, OWNERSHIP
DETAILS; RELATIONSHIP TO GOVERNMENT, IF ANY. ANOTHER CRITERION
FOR INCLUSION IS ABILITY TO CONDUCT THE INTERVIEW IN ENGLISH.

10. ORGANIZATION CHARTS OR MANNING TABLES SHOWING ALL EMPLOYEES
AND THEIR REPORTING RELATIONSHIP SHOULD BE AVAILABLE FOR EACH
OF THE LARGER ORGANIZATIONAL UNITS.

11. A BRIEF DESCRIPTION OF THE NATIONAL EDUCATION SYSTEM,
PARTICULARLY ITS STRUCTURE AND GRADE LEVELS.

12. OFFICE SPACE NEAR ADMIN, CLERICAL AND TYPING ASSISTANCE,
THE USUAL OFFICE SUPPLIES AND EQUIPMENT INCLUDING BAR
LOCK FILE, AND TRANSPORTATION TO COMPANY INTERVIEWS WILL BE
REQUIRED. VOLPE

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